

CM/ECF PERTINENT INFORMATION

For your convenience, a public terminal and scanner have been set up at the intake counter in each Courthouse. You will be asked to scan your documents. Training will be available at each office. Any disks provided to the court must be properly labeled with the case number, style of case, filer, date, brief description of document, and attorney.

Proposed Documents

If the document you wish to file requires leave of court, such as an amended complaint or a document to be filed out of time, the proposed document shall be attached as an exhibit to the motion. If your motion is granted, the order will direct you to electronically file your document with the court.

Options for Filing a Complaint

1. If you file your complaint before 2:00 p.m., present the Clerk's office with a Civil Cover Sheet (JS-44c) and that portion of the complaint which lists the case party information and a check or money order in the amount of \$150.00. The Clerk will open your case and notify you by phone that your case is open and it is available for you to electronically file your complaint.

OR

2. You may present us with a Civil Cover Sheet (JS-44c), check or money order in the amount of \$150.00 and your complaint in adobe .pdf format on a disk. This is an option always available to you but is mandatory after 2:00 p.m.

Proposed Orders

A document that is submitted in .pdf format cannot be modified, therefore, a proposed order must be in a word processing format. To accomplish that, all proposed orders must be e-mailed to the courtroom deputy for the presiding judge in your case in **WordPerfect format** which is available in most word processing software. Please attach your proposed order to an internet e-mail sent to the appropriate courtroom deputy as listed:

Chief Judge Dean Whipple	Yvonne Johnson	yvonne.johnson@mow.uscourts.gov
Judge Fernando Gaitan, Jr.	Rhonda Enss	rhonda.enss@mow.uscourts.gov
Judge Otrrie Smith	Eva Will-Fees	eva.will-fees@mow.uscourts.gov
Judge Gary Fenner	Tracy Diefenbach	tracy.diefenbach@mow.uscourts.gov
Judge Nanette Laughrey	Renea Kanies	renea.kanies@mow.uscourts.gov
Judge Russell Clark	Glenda Elayer	glenda.elayer@mow.uscourts.gov
Judge Scott Wright	Carolyn Morrison	carolyn.morrison@mow.uscourts.gov
Judge Howard Sachs	Tenilla Sheehan	tenilla.sheehan@mow.uscourts.gov
Chief Magistrate John Maughmer	Francine Lavenbarg	francine.lavenbarg@mow.uscourts.gov
Magistrate James England	Alex Martinez	alexandra.martinez@mow.uscourts.gov
Magistrate William Knox	Jackie Price	jackie.price@mow.uscourts.gov
Magistrate Robert Larsen	Sue Anderson	sue.anderson@mow.uscourts.gov
Magistrate Sarah Hays	JoRita Gicinto	jorita.gicinto@mow.uscourts.gov
Prisoner Pro Se	Dana Weinzerl	dana.weinzerl@mow.uscourts.gov

In addition, if you have any questions regarding your case, you may direct your inquiry via e-mail to the appropriate courtroom deputy whose address is listed above.

If you have any questions regarding any of the above procedures please contact:

Kansas City/St. Joseph area Springfield/Joplin area

Jefferson City area

CM/ECF Help Desk
1-800-466-9302

417/865-3869

573/636-4015